



# CITY of COLFAX

C A L I F O R N I A

CITY HALL, 33 SOUTH MAIN STREET, COLFAX, CA



## Public Notice

**TO:** Qualified Geotechnical Engineering Firms

**DATE:** October 1, 2014

**SUBJECT:** Request for Qualifications – On-Call Materials Sampling/Testing and Geotechnical Engineering Services

### I. GENERAL INFORMATION

- A. The City of Colfax is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for On-Call Materials Sampling/Testing and Geotechnical Engineering Services associated with City Capital Projects and Private Development Projects, at various locations within the City of Colfax in Placer County, CA. In submitting your Statement of Qualification (SOQ), you shall comply with the instructions found herein.
- B. The Request for Qualification (RFQ) packet can be obtained at no cost on the City's website, at [www.colfax-ca.gov](http://www.colfax-ca.gov), under the "Government" section under "RFQ's". It is the respondent's responsibility to print the documents.
- C. Submit all questions concerning this RFQ in writing via email to Alan Mitchell, City Engineer, by 5:00 p.m. October 10, 2014. Answers to submitted questions will be posted on the website by 5:00 p.m. on October 13, 2014. Consultants contacting the City directly seeking information about this RFQ may jeopardize the integrity of the selection process and risk possible disqualification. Any oral communication between the City and Consultant submitting an SOQ is not binding and will not modify the RFQ in any way.
- D. The estimated contract term is 3 years, beginning approximately January 1, 2015. The City may choose to contract with more than one consulting firm.
- E. The estimated contract amount total for the 3-year period is \$10,000 - \$50,000.
- F. Following successful negotiations with the top ranked consultant, the City may select the second ranked consultant to enter into negotiations with, to ensure availability of qualified consultant staff during peak construction periods.
- G. Federal and/or State prevailing wage rates apply to portions of the work. This requirement will be included in the contract.
- H. During the performance of a contract that may result from this RFQ, consultant and any subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of

the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. Consultant shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

- I. This contract is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". Refer to Attachment 1 for DBE information. The City has not established a DBE goal for this contract. However, consultants who obtain DBE participation for this contract are requested to report it using Exhibit 10-02.
- J. This RFQ is not an offer to contract, and does not commit City of Colfax to pay any costs incurred in the preparation and presentation of submittals and interviews, or to select any interested firm, which responds. The City does not guarantee, either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- K. A contract shall not be awarded to a consultant that does not have an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31. The successful consultant must be able to certify that all costs included in the contract are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR), Part 31 and that the cost proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR, Part 31. The consultant's demonstrated financial responsibility, and familiarity with federal cost principles, will be used as an evaluation criterion during the evaluation and selection process.
- L. The City reserves the right to reject any and all submittals and to waive any informality, technical defect or clerical error. The SOQ will become part of the contract for furnishing the services. Proposers are bound by the responses contained in their SOQ. SOQs shall be submitted at each firm's own risk. If any errors exist in a submittal and the firm fails to notify the County prior to the deadline for submission, the firm shall not be entitled to additional compensation as a result of any errors or later corrections.

## **II. SCHEDULE FOR CONSULTANT SELECTION**

October 1, 2014	Issue Notice to list of Consultants
October 10, 2014	RFI deadline
October 21, 2014	SOQ's due to City
October 28, 2014	Complete review of SOQ's
October 29, 2014	Develop shortlist and notify Consultants
Week of November 10, 2014	Hold Interviews
November 14, 2014	Develop final ranking and notify Consultants
November 28, 2014	Deadline to negotiate contract
December 10, 2014	Council Contract award

## **III. SCOPE OF WORK/DELIVERABLES**

The work to be performed for this RFQ is described in the Scope of Services incorporated as Attachment 2, although additional work may be requested.

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#### **IV. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)**

- A. SOQs must be prepared in accordance with Attachment 3 "SOQ CONTENT AND FORMAT."
- B. SOQ package submittal instructions:
1. Four (4) copies of the SOQ containing all the indicated information shall be submitted. Faxed or electronic copies will not be accepted. SOQs will be accepted until **3:00 p.m. on October 21, 2014** and must be directed to:  
  
**City of Colfax**  
**PO Box 702 (or 33 S. Main St.)**  
**Colfax, CA 95713**  
**Attention: City Clerk**
  2. The SOQs must be submitted in a sealed package labeled as follows:
    - "SOQ for On-Call Materials Sampling/Testing and Geotechnical Engineering Services"
    - "Submittal deadline October 21, 2014"
    - "DO NOT OPEN"
  3. SOQ submittals will be considered non-responsive if all copies are not received in the specified location by the date and time specified in this RFQ.

C. Conflicts of Interest

The consultant and any subconsultants shall disclose in the Transmittal Letter that accompanies the SOQ, potential or actual conflicts of interest as described below. Failure to submit the required information in the SOQ shall result in rejection of the SOQ for noncompliance with the RFQ requirements, or if later discovered during the term of the contract, the County may terminate the contract for default.

It is the City's practice to utilize the services of a different firm than the design firm to furnish construction engineering, testing and/or inspection services, to provide another level of review and reduce the risk of, or potential for, a conflict of interest. If applicable, the consultant and subconsultant shall include a statement about any current design work, or the potential for future design work that the consultant or subconsultant may become involved with, on projects administered by the City of Colfax.

Prospective consultants shall disclose any financial, business or other relationship with the City that may have an impact upon the outcome of the contract. Prospective consultants shall also list current clients who may have a financial interest in the outcome of the contract.

The consultant and subconsultant shall notify the City in the event that any City employee has directly, or indirectly, any financial or other personal interest in connection with this contract or subcontract.

The existence of potential or actual conflicts of interest will be used as an evaluation criterion during the evaluation and selection process.

Signed by, \_\_\_\_\_  
Mark Miller, City Manager  
Contract Administrator

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